

25X1A REGULATION
NO. [REDACTED]

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DRAFT # 1
5 July 1956
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PROMOTION

Rescission: CIA Regulation [REDACTED], dated 30 April 1954

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1. GENERAL

This regulation states policy and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17, and 18, or to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

2. POLICY

- Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.
- The promotion of employees in grades GS-1 through GS-6 will be made primarily upon recommendation by the Head of the Career Service that the individual occupies a position of the next higher grade and is satisfactorily performing duties commensurate with that grade. Employees in this grade range will normally be considered for promotion at least once each year after entering the zone of consideration.

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DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☒ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 24 JUL 1981 REVIEWER: 029725

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- c. The promotion of employees ^{from} in grade GS-7 through GS-14 will be by competitive selection (on the basis of merit). Competition for promotion shall be by Career Service. Selection for promotion will normally occur ^{ONCE} ~~twice~~ each year after entering the zone of consideration.
- d. Promotions will be limited to one grade except where double grade stages have been established by Heads of Career Services as the normal progression within the grade range GS-5 through GS-11.
- e. Normally, an employee's grade will correspond to the grade authorized for the position to which assigned. However, when the Head of a Career Service has selected an employee for promotion on a competitive basis and it is in the best interests of the Agency not to reassign him at that time to a position which will accommodate his promotion, he may be promoted in his current position above the grade of that position subject to the controls prescribed by this regulation. If an employee is in a position of a grade lower than his current grade, he must be reassigned to a position appropriate to accommodate a proposed promotion action *before he may be promoted.*

3. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the performance of employees under their jurisdiction and for making recommendations to the heads of appropriate Career Services, through normal command channels, concerning the promotion of such employees, according to the provisions of this regulation.

b. HEADS OF CAREER SERVICES

(1) Heads of Career Services will appoint Promotion Panels composed of

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those
a minimum of three voting members of grade higher than ~~that~~ of employee to be evaluated. Intermediate Promotion Panels will be appointed to evaluate employees in grades GS-7 through GS-11 and Advanced Promotion Panels will be appointed to evaluate employees in grades GS-12 through GS-14 for promotion. Panel members will serve for a period of six months or until the consideration of the grade group for which they are responsible has been completed.

- (2) Heads of Career Services are responsible for the preparation a Biographic Profile (Attachment A) or equivalent for all promotion-eligible employees in grade GS-7 through GS-14. The primary purpose of this profile is to eliminate, in the majority of cases, the need for Panel Members to study the official personnel folder of each employee in order to ascertain a merit ranking.
- (3) Heads of Career Services are responsible for recommending promotions to the Director of Personnel, after due consideration of recommendations from Promotion Panels, Career Boards and Operating Officials

c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

- (1) Ensuring compliance with the regulation by continuous evaluation of the Agency's promotion program.
- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this regulation.
- (3) Reviewing all promotion requests and finally approving those promotion

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actions which conform to the provisions of this regulation.

- (4) Recording and disseminating the qualification requirements of all Agency positions to be used as a basis for reviewing promotion requests.
- (5) Furnishing monthly listings to Heads of Career Services which indicate personnel in the zone of consideration.

d. PROMOTION PANELS

Promotion Panels will competitively evaluate all employees in the zone of consideration within the GS-grade range for which they are responsible. In accomplishing the evaluation process, Panels will be guided by HB [REDACTED] Guide For Promotion Panel Operation. Upon conclusion of the evaluation process, Panels will submit to the Head of the Career Service a listing of promotion-eligible employees according to the order of their merit for promotion.

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e. OPERATING OFFICIALS

requested
(Operating officials) as designated by Heads of Career Services, will submit a list of employees at each grade level which they recommend for promotion. Whenever practical, operating officials will rank these recommended employees in the order of their merit.

4. ZONE OF CONSIDERATION REQUIREMENT

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below:

<u>Current Grade</u>	<u>Months of CIA Experiences</u>
GS-1 through 6	6
GS-7 through 11	12

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GS-1418
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5. QUALIFICATION REQUIREMENTS

An employee must be qualified to perform the duties of a higher graded position to which his promotion is recommended. If an employee is being promoted and retained for the time being, in the best interests of the Agency, in a lower graded position, he must be qualified to perform work in the occupational category and grade level to which he is promoted. When an employee is being considered for promotion to a position for which qualification requirements are prescribed in Handbook [REDACTED], these require- 25X1A
ments will be used as the basis for evaluating his qualifications.

6. PROCEDURES

- a. In accordance with the time schedule listed below, appointed Promotion Panels will evaluate all employees in the zone of consideration. Upon conclusion of the evaluation process, Panels will submit to the Head of the Career Service a rank order list which will include in the order of merit all employees recommended by operating officials, together with other promotion eligibles selected by the Panel.

October-November	GS-7 and 8
December-January	GS-9 and 10
February-March	GS-11
April-May	GS-12
June-July	GS-13
August-September	GS-14

The effective date for the implementation of competitive promotion procedures will be 1 October 1956. This schedule will be applicable to all Career

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- Services in order that employees at grade levels GS-7 through GS-14 in the Agency will receive as near simultaneous consideration as is possible.
- b. Upon receipt of a recommended promotion list, Heads of Career Service will consider this listing along with advice from Career Boards and operating officials and make final determination as to who will be recommended to the Director of Personnel for Promotion. Head of Career Services will ensure that employees can be utilized in a position of proper grade either currently or in the foreseeable future and that sufficient T/O slots will be available to accommodate the recommended promotions. Insofar as is possible, Heads of Career Services will also inform operating officials as to the names of their employees being recommended for promotion and will give due consideration to a request that the timing is inappropriate or that a promotion should be withheld.
- c. Upon receipt of recommendation for promotions by Heads of Career Services at all grade levels GS-1 through GS-14, the Director of Personnel will review and approve those which meet appropriate qualifications requirements.
- d. Requests for promotion will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with instructions in Handbook No. [REDACTED]

7. EXCEPTIONS

Recommendations for promotions which involve exceptions to the policies, requirements, or procedure in this regulation will be forwarded to the Director of Personnel by the Head of the Career Service concerned in a

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memorandum of justification attached to Standard Form 52, Request for Personnel Action. The Director of Personnel will finally approve or disapprove recommendations for exceptions, subject to review only by the Direction of Central Intelligence. Exceptions will be made only when it is clearly established that the promotion is warranted on the basis of circumstances such as:

- (1) It is not feasible to delay a deserving promotion until the regularly scheduled review.
- (2) An employee was initially employed at a grade below that for which he was qualified; or
- (3) An individual is qualified for promotion based partly on his experience prior to his entry on duty; or
- (4) Such exception is necessary to recognize and utilize an employee's outstanding ability.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

Attachment:
As Stated Above

DISTRIBUTION: AB

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